Medical Coding Specialist Wait List
Frequently Asked Questions (FAQs)

**WHAT IS WAIT LIST? HOW DO I GET PLACED ON THE WAIT LIST?**
After your application to the Medical Coding Specialist Program (MCSP) has been reviewed and processed, you are placed on the MCSP wait list. You must pay the $50 advance reservation fee to secure your position on the wait list.

**WHAT DO I NEED TO DO WHILE ON THE WAIT LIST TO BE ACCEPTED TO BEGIN CLUSTER 1 CORE MCSP COURSES?**
You must complete the mandatory online orientation program and complete (or be in progress of completing) the five pre-core (pre-program) courses.

**DO I HAVE TO TAKE A CREDIT COURSE EACH SEMESTER TO REMAIN ON THE WAIT LIST OR CAN I “TAKE A SEMESTER OFF” AND STILL RETAIN MY WAIT LIST POSITION?**
You do not need to take a course each semester to remain on the wait list. Also, please see the next question.

**HOW LONG CAN I REMAIN ON THE WAIT LIST?**
When your name reaches the top of the program wait list, you must either be in progress with or have completed the required pre-core (pre-program) courses. If this criterion is not met, you will be removed from the wait list and will need to reapply to the program.

**IF I AM REMOVED FROM THE WAIT LIST, DO I NEED TO REAPPLY TO THE MCSP?**
Yes, if you are removed from the wait list and are still interested in the MCSP, you need to reapply to the program. You will be placed on the wait list again and have a new wait list number.

**WHAT DO I NEED TO DO IF I COMPLETE THE PRE-CORE COURSES BUT AM TOO FAR DOWN ON THE WAIT LIST TO BE ACCEPTED?**
You do not need to do anything specific or take any courses until you are notified of your acceptance to the program.

**HOW MANY STUDENTS ARE ACCEPTED FROM THE WAIT LIST TO BEGIN CLUSTER 1 CORE COURSES?**
Twenty students are accepted from the wait list to begin Cluster 1 core program courses. Please note that Cluster 1 courses are not offered every semester; please see the “Curriculum Clusters and Schedules” document on the MCSP webpage at: [http://madisoncollege.edu/program-info/medical-coding-specialist](http://madisoncollege.edu/program-info/medical-coding-specialist). Students are accepted to begin Cluster 1 courses two out of every three semesters (the Red and White semesters).
WHEN WILL I FIND OUT IF I’VE BEEN ACCEPTED OFF THE WAIT LIST TO BEGIN CLUSTER 1 CORE PROGRAM COURSES?

Students are accepted off the wait list in September for the upcoming spring (January) semester and in February for the upcoming fall (August) semester. You should receive a letter by the end of September or the end of February notifying you of your acceptance.

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WHAT HAPPENS IF I’M ACCEPTED, BUT CANNOT BEGIN CLUSTER 1 CORE PROGRAM COURSES IN THE UPCOMING SEMESTER?

Fall Semester Program Start: If you are notified of admittance into the MCSP before July 15, you must begin the program at fall term start of the current academic year; if not, you will need to reapply. If you are notified of admittance into the program after July 15 and unable to begin in at fall term start, you may request a one-time deferment for the next in-take term.

Spring Semester Program Start: If you are notified of admittance into the MCSP before November 1, you must begin the program at spring term start of the current academic year; if not, you will need to reapply. If you are notified of admittance into the program after November 1 and unable to begin at spring term start, you may request a one-time deferment for the next in-take term.

WHO SHOULD I NOTIFY IF I’M NO LONGER INTERESTED IN THE MEDICAL CODING SPECIALIST PROGRAM?

You should complete a “Cancellation of Application” form. Please refer to the information on the Madison College website regarding program application and/or wait list status cancellation at: http://madisoncollege.edu/cancellation-application

WHO DO I CONTACT IF I HAVE QUESTIONS ABOUT THE WAIT LIST?

For more info, please refer to the Madison College website at: http://madisoncollege.edu/high-demand-programs-and-wait-lists

Students should contact Pam Chrostowski-Wright at 608-246-6223 or pchrostowski-wright@madisoncollege.edu with wait list questions. Common questions students have include:

- “What is my wait list number?”
- “Where am I on the wait list?”
- “How long is the wait list?”
- “When do you think I’ll be accepted to begin core program courses?”